



Civil Service Commission
50 W. Gay Street, Room 600
Columbus, Ohio 43215

Application/Employment Information
City of Columbus Job Line
TDD
Testing Center
Web Address
Application Office Hours:

(614) 645-8369
(614) 645-7667
(614) 645-7303
(614) 645-7439

www.csc.columbus.gov

Monday, Wednesday, Thursday*, 9:00 a.m. – 4:00 p.m.

OPEN COMPETITIVE EXAMINATION ANNOUNCEMENT: The names of the applicants passing this administration of this exam will be used to create a NEW, OPEN COMPETITIVE, eligible list for this classification and will replace the names of applicants on the current eligible list. If you are interested in having your name included on the new eligible list, you will need to apply for this exam within the filing period indicated below and successfully complete all phases of the testing process. Questions regarding this process can be directed to the Applicant and Employees Services Unit at (614) 645-8369.

Recruitment Number: **04-1007-C1**
Class Code: **1007**
Class Title: **Engineering Aide II**
Salary Range: **21 - 21**
Pay Rate: **\$14.97 - \$17.61**
Opening Date: **Monday, April 05, 2004 at 9:00 a.m.**
Closing Date: **Monday, April 12, 2004 at 4:00 p.m.**

Applications may be filed ON LINE at www.csc.columbus.gov, BY MAIL, or IN PERSON at the Civil Service Commission located in the Beacon Building, 50 West Gay Street, Room 600, Columbus, Ohio 43215. All visitors to the Beacon Building are required to produce a picture ID, verifying their identity, in order to visit the Commission offices.

Minimum Qualifications

Two (2) years as an Engineering Aide I with the City of Columbus or equivalent experience. Substitution(s): College level course work which included drafting, mechanical drawing and mathematics may be substituted for two (2) years of the required experience on a year-for-year basis (30 semester/45 quarter credit hours equals one (1) year).

(You must verify education with a transcript.)

Possession of a valid motor vehicle operator's license.

In accordance with CSC Rule VI(D)(1), a motor vehicle operator's license requirement may be waived by the Executive Director for qualified applicants who are disabled and have alternative transportation available for work-related use. Applicants interested in obtaining this accommodation should contact the CSC Executive Director's office at (614) 645-7605 for further information.

Classification Information

CLASS DEFINITION: Under direction, is responsible for performing field surveys, field investigations and/or other subprofessional engineering tasks; performs related duties as required.

EXAMPLES OF WORK: (A complete listing of examples of work for this classification can be found on the class specification, available on our website www.csc.columbus.gov/Classes/job_classes.htm or at the Civil Service Commission located at 50 West Gay Street, Room 600).

VETERANS PREFERENCE: Veterans Preference Credit is only applicable to open competitive examinations. A DD-214, or other comparable document, showing branch of service, length of active service and character of discharge must be submitted to the Commission no later than the final day of testing in order to receive consideration for this credit.

Please see reverse side for more information

Examination Information

Certification Process: Ten Point Fixed Band

The examination process will consist of:

Training and Experience Evaluation weighted 40% and a Multiple Choice Exam weighted 60% covering the following subject areas:

Training & Work Experience

Mathematical Reasoning (calculators permitted)

Information Ordering

Reading Comprehension

Engineering Knowledge

Engineering Aptitude

Reading Maps & Plans (hand-held magnifiers permitted)

The exam will be administered Tuesday through Thursday, May 4 - 6, 2004 at 8:30 a.m.

Candidates can schedule an examination date upon approval of their application. The exam can be scheduled by calling the Test Administration Office at 645-7439 OR by e-mail, at address csctest@columbus.gov. This test will be administered at the Civil Service Commission, 50 W. Gay Street, Room 501, Columbus, OH.

Candidates must bring to the test site on the day of the exam a picture ID, a candidate approval notice, and, when required, a current transcript verifying all post-high school coursework and/or degrees completed.

All applicants must complete all phases of the testing process in order to receive a final score.

Notes to Applicants

CURRENT VACANCY: The Department of Public Utilities, Division of Water has one (1) vacancy.

BACKGROUND INVESTIGATION: Background investigations will be conducted regarding the applicant's work history, police records and educational background.

PRE-EMPLOYMENT DRUG SCREENING: As part of the City of Columbus' employment procedures and desire for a drug free work place, applicants will be required to undergo a pre-employment drug screening that is conducted by a vendor designated by the City. Any offer of employment that an applicant receives from the City is contingent upon satisfactory completion of this screening. Positive results are considered public under law, and applicants testing positive will be removed from consideration for employment with the City for a period of at least twelve (12) months.

RESIDENCY REQUIREMENT: Unless otherwise specifically provided by the Charter, all employees shall at all times, during their employment, maintain their residence within the boundary lines of Franklin County or one of its six (6) contiguous counties.

QUESTIONS OR SPECIAL ACCOMMODATIONS: Requests for accommodations based upon permanent disabilities or accommodations based upon military commitments must be made prior to the end of the filing period. If you would like to request special testing accommodations or have questions regarding this examination process, please contact Barb Hutton at (614) 645-7409.

IF YOU CHANGE YOUR NAME OR ADDRESS at any point in the selection processing or during the life of the eligible list, **YOU MUST NOTIFY THE CIVIL SERVICE COMMISSION IN WRITING OF THE CHANGE.** Failure to notify the Commission may result in disqualification from the selection process.

***COMMISSION HOLIDAYS:** Civil Service Commission offices will be closed on the following nationally recognized holidays: New Years Day; Martin Luther King, Jr. Day; Presidents' Day; Memorial Day; Independence Day; Labor Day; Columbus Day; Thanksgiving Day; and Christmas Day.